

# **CITY OF HELOTES**

## **External Job Announcement**

**JOB TITLE:** Special Events Assistant (Temporary)  
**SALARY RANGE:** \$15 per hour  
**FLSA STATUS:** Non-exempt  
**Submit Application and Resume**

**\*\* Accepting applications year round \*\***

### **JOB SUMMARY:**

Under the direction of the City Administrator, assists in the set up and operation of special events. Interacts with the public in a professional manner.

### **ESSENTIAL JOB FUNCTIONS:**

1. Sets up and takes down City Booth and other equipment at Municipal events.
2. Handles money, when renewing vendor permits or selling event tickets/products.
3. Helps vendors or the public with requests or inquiries before, during and after event.
4. Performs other duties, as assigned.

### **JOB REQUIREMENTS:**

- Knowledge of basic mathematical principles.
- Ability to follow oral and written instructions.
- Ability to develop and maintain effective working relationships.
- Hold a valid driver's license.
- On call; average 10-20 hours a month.

### **PREFERRED QUALIFICATIONS:**

- Able to work under stressful working conditions.
- Bilingual (English/Spanish) preferred.

### **PHYSICAL REQUIREMENTS:**

Physical requirements include lifting/carrying of up to 100 lbs; visual acuity and hearing; hand and eye coordination; and manual dexterity.

### **WORK LOCATION:**

City of Helotes, Texas

**WORK HOURS:**

As required.

This temporary employment is for 1 year or 365 days and shall automatically renew on Oct 1<sup>st</sup> of each fiscal year, unless otherwise terminated by either party within 60 days written notice.

**This job description is not an employment agreement or contract.  
Management has the exclusive right to alter this job description at any time without notice.  
City of Helotes is EOE**